

# NAVAIR SPR: Taking the Right Steps

A guide for industry and academia on how to request public release of information on Naval Air Systems Command (NAVAIR) Small Business Innovation Research/Small Business Technology Transfer (SBIR/STTR) Program technologies

- Be prepared to make **edits** to the material. (You will be contacted if this is necessary.)
- **Stay engaged.** Reach out to your TPOC if you have not been contacted about your request two weeks after you submit your material.
- You will be contacted with an **SPR number** if and when your material is approved for public release.
- Questions? **Contact** the NAVAIR SBIR/STTR program management office ([navair.sbir@navy.mil](mailto:navair.sbir@navy.mil)).

Work with your **technical point of contact (TPOC)** to get the process started. Request a NAVAIRINST 5720.10 (Public Release Authorization Request) form.

1

Ensure the material for submission does not contain any classified/sensitive information by reviewing applicable Security Classification Guide(s) (SCGs) and Critical Information and Indicator List(s) (CIILs).\*

2

If information in the material is “owned” by another entity, obtain approval for public release from the entity **BEFORE** submitting a request to NAVAIR.

3

Fill out and **digitally sign the 5720.10** as the Requestor. If the business concern is unable to do so, the TPOC will fill out and sign as the Requestor.

4

Include the technology’s **contract number** on the 5720.10.

5

Submit the **final version** of the material and the 5720.10 to your TPOC.

6

All NAVAIR materials are, at the very minimum, considered **controlled unclassified information (CUI)** until they are approved for public release. Please mark and handle them accordingly. For more information on CUI, visit <https://www.dodcui.mil/>.

\* - Contact your TPOC for more information.

A Security Policy Review (SPR) is required for **ALL** materials before they are publically released.



•Requests for public release should be submitted at least **60 days** before their desired release date.

•Submission after this date may result in delay of approval.

Requests sent via **email must be encrypted.**

You may use DOD Secure Access File Exchange (SAFE) to send materials. (<https://safe.apps.mil/>) If the business concern cannot access SAFE, send an email to the TPOC or the NAVAIR SBIR/STTR program management office ([navair-sbir@us.navy.mil](mailto:navair-sbir@us.navy.mil)) and request a drop-off. You will be sent an email that will give you access.